COMMONWEALTH OF VIRGINIA
LEASE ACCOUNTING SYSTEM

LEASE   DELETION   TERMINATION   EXTENSION   REQUEST

- A DELETE IS APPROPRIATE ONLY TO REMOVE A LEASE THAT SHOULD NOT BE IN LAS.
- ONLY WHEN A LEASE TERMINATES EARLY, SHOULD A TERMINATION BE REQEUSTED.
- AN EXTENSION SHOULD NOT BE USED AS A RENEWAL, USE LAS-1,2,3 FOR RENEWALS.
- A LEASE WILL EXPIRE AUTOMATICALLY AT THE END OF THE PAYMENT STREAM.
  NO ACTION IS REQUIRED, UNLESS FINAL PAYMENT DATE CHANGES.

ACTION CODE: D=DELETE   T=TERMINATE   E=EXTEND   (See Above) |__|

REASON FOR REQUEST (Required): _____

_____

AGENCY NUMBER: (3 Numeric Characters) |__|__|__|

AGENCY NAME: (Up to 21 Characters) |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

INPUT FISCAL YEAR: (Current Fiscal Year End - June 30th)   (YYYY) |0|6| — |__|__|__|__|

CHECK: LESSEE ___   or LESSOR ___   CAPITAL LEASE ___   or OPERATING LEASE ____

LEASE NUMBER: (1 TO 4 Numeric Characters) |__|__|__|__| LAS DIVISION #: |__|__|
                                                                      (FUND)

LEASE DESCRIPTION: (Up to 35 Alpha/Numeric Characters)

|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

IF EXTENSION OR EARLY TERMINATION:

    ADJUSTED ENDING PAYMENT DATE: (MM-DD-YYYY) |__|__|-|__|__|-|__|__|__|__|
    PENALTY AMOUNT: (If Any) _____ or   CHECK: _____   NO PENALTY
    REASON: (If Penalty) _____
    PAYMENT STREAM ADJUSTMENT: (Specify Reference Line #'s to Adjust)

REF.#	PAYMENT AMOUNT ($ or Ø)	EXECUTORY COSTS ($ OR % OR Ø)	NUMBER OF PAYMENT (1-1200)	MONTHS BETWEEN PAYMENTS (1,3,4,6, OR 12)
( )				
( )				
( )				

PREPARER'S NAME : _____   TITLE: _____

PREPARER'S PHONE NUMBER: _____   DATE APPROVED: _____

AUTHORIZED LAS SIGNATURE: _____   TITLE: _____